

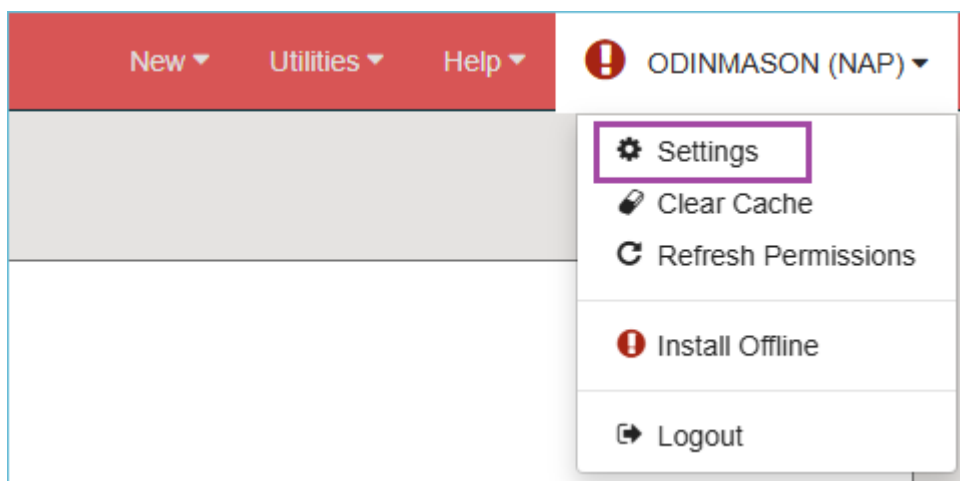
Polaris Leap Cataloging

Copy Cataloging a Record from WorldCat

TIPS

- Before copying a record from WorldCat, check the ODIN Leap database for a matching record. If there is no matching record, search WorldCat for an available record.
- It is helpful to **set up a default item template** if you are cataloging several items of the same type.

To do this, click your username in the upper right corner of Leap and select **Settings**.



Select the **Workform User Defaults** tab.

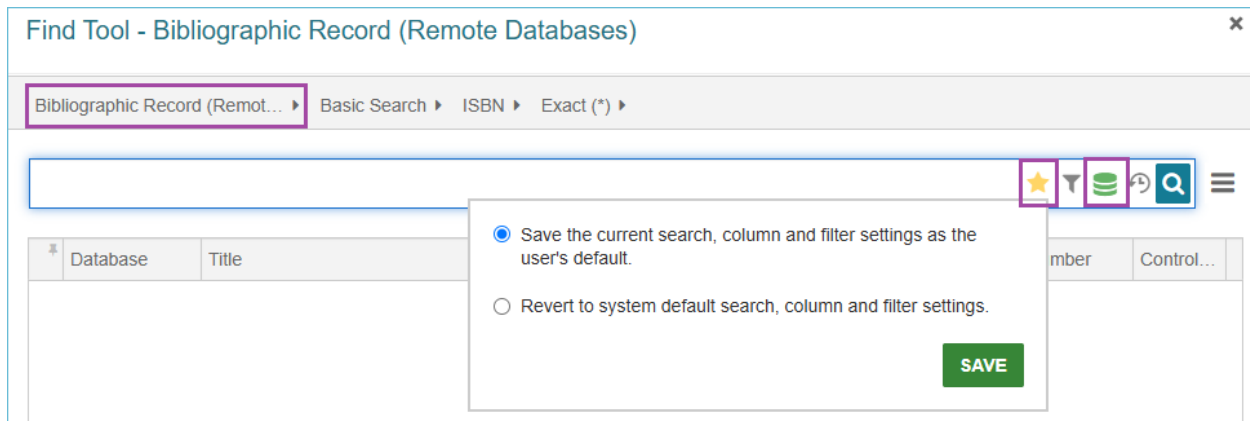
Under **Workforms: New item record**, use the dropdown menu and select the Item Template.

Workforms: New item record	
Item Template	BRP Graphic Novel (Bowman Regional Public Library)

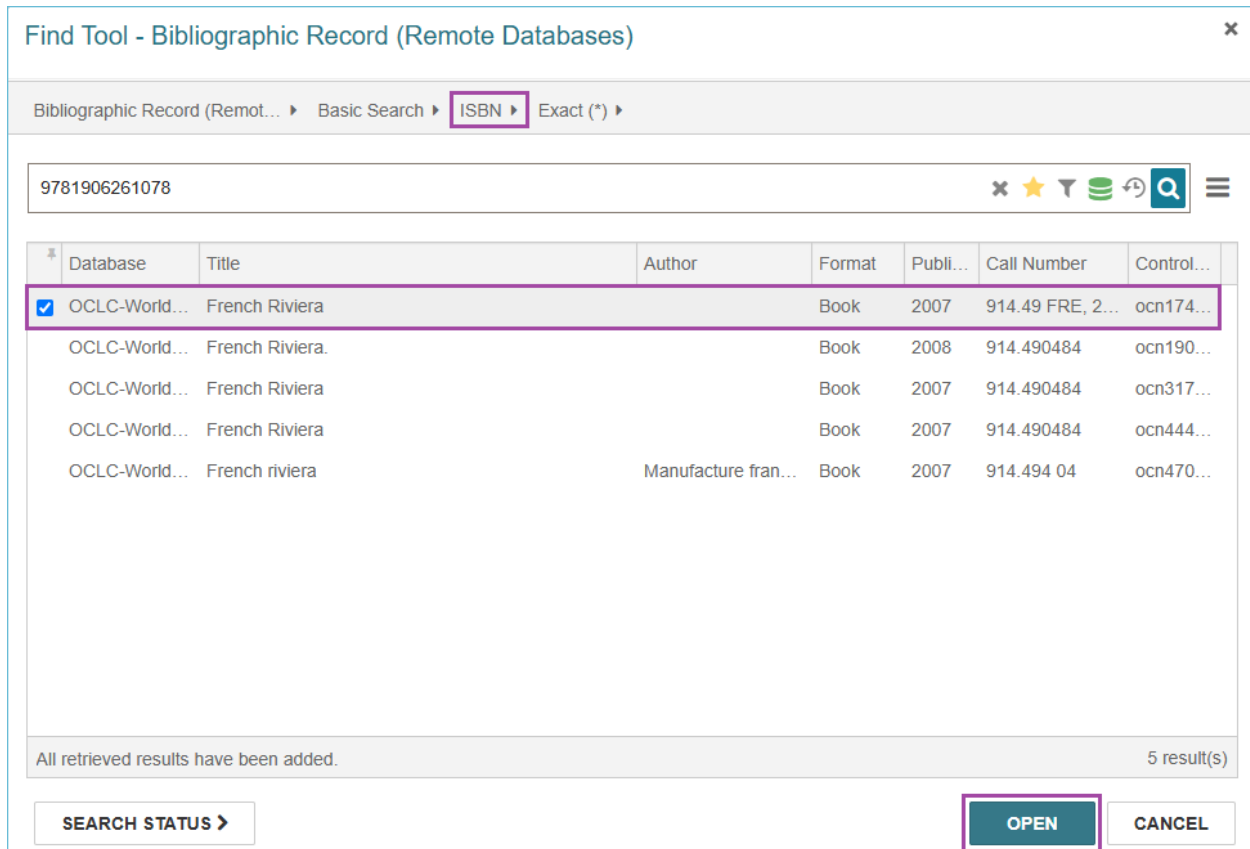
Make sure to click **Save**.

Searching WorldCat from Leap

After logging into Leap, open the Find Tool. Select **Bibliographic Record (Remote)** as the index being searched. Click the Databases icon to select the OCLC WorldCat database. Then click the star icon in the search box to save these settings.



Next, search for a bibliographic record that matches the item you are cataloging. Remember, an ISBN search will typically give you the best and most accurate results. Once you have located a matching record, either click the **Open** button or double-click the title to open it in Leap.



Please note: additional records may be available at the bottom of the Find Tool when there is a large number of search results. Click **Add Pending Results** to load the additional records.

OCLC-World...	The social neuroscience of empathy	Ebook	2009	155.2/32	ocn318...
OCLC-World...	Racial prejudice, juror empathy, and sentencing in ...	Edelman, Bryan ...	Ebook	2006	345.73/0773 ocm81...

Done retrieving (241 results pending)
 Add Pending Results
9 result(s)

SEARCH STATUS >
OPEN
CANCEL

Verify the Bibliographic Record Match

Once the bibliographic record is selected and displayed on the screen, it is important to verify that the record matches the item you have in hand. Check for obvious matching information – such as author, title, edition, publisher, ISBN – but also look at the physical description field (for example, ensure you are viewing a physical book bibliographic record and not an eBook record). Once you have determined that the record is a match for the material you are cataloging, click the **Save** button to save the record to the Leap database. The record will undergo several validation checks. Click **Continue** on these boxes to continue saving the record.

New Bibliographic Record 51
SAVE
RESULTS
CLOSE

French Riviera

Control number:

Owner:
ODIN Search (sys)

Record status:

☒ Display in PAC
☐ Host
☐ ILL

MARC

LDR	>	cam 22 a 4500	
001		ocn174142352	
003		OCoLC	+ -
005		20250522144839.0	
008	>	071015s2007 scuab b 001 0 eng d	+
040		#aNOGfbeng#cnOG#d5PP#dBTCTA#d#R0#dGK8#dBAKER#dOCLCF#dOCLCO#dOCLCQ#dOCLCA#dOCLCO#dOCLCL#dOCLCQ#dOCLCL#dOCLCO	+ -
020		#a9781906261075#q(pbk.)	+ -
020		#a1906261075#q(pbk.)	+ -
035		#a(OCoLC)174142352	+ -

Once the record is saved, a control number is assigned. At this point, you can add an item record to the bibliographic record. Please see **Leap: Adding Items** (<https://www.odin.nodak.edu/training/cataloging/leap-adding-items>) for the instructions.

Bibliographic Record ⓘ

French Riviera

Control number: 1368404

Owner: ODIN Search (sys)

Record status: Final

☒ Display in PAC ☐ Host ☐ ILL

ACTIONS ▾

- Place Hold
- Create Item
- Copy
- Delete
- Undelete
- Duplicate Check
- Compare
- Add to New Record Set
- Add to Existing Record Set

Preview Items MARC Headings Statistics Record Sets Resources Outreach Patrons

What To Do When Duplicate Detection Finds a Match

When Duplicate Detection finds a match while saving a new record, look at the reason to see what is causing the match.

Bibliographic Record Duplicate Detection Results

Record to Retain

CONTROL#	TITLE	AUTHOR	FORMAT	ITEMS	STATUS
	The control of nature /			0	Final

Record(s) to Replace

<input checked="" type="checkbox"/>	CONTROL#	TITLE	AUTHOR	FORMAT	ITEMS	STATUS	REASON
<input checked="" type="checkbox"/>	1368405	The control of nature	McPhee, John, 1931-	Book	1	Final	ISBN;Author/Title;Title/260\$c;035a and 245a Match

Maintain Control #

1368405 ▾

ADD TITLES

REPLACE **CONTINUE** **CANCEL**

- If it is only matching on Author/Title, and you know it is not really a match, click the **Continue** button to keep saving.
- If it is matching on more than just the Author/Title, such as an **ISBN** or **035a**, click on the record to open it. When it is open, examine the record.
 - If it is a good match, add your item record to the existing record. Return to the new record, just click **Cancel** to exit the Duplicate Detection warning, and **Close** without saving it.

- If the existing record is not a match, then continue saving by clicking **Continue**. Once the record is saved, you can add your item to the new record.
- If the **035a** fields are a match, you may choose to **Replace** the existing record with the new one from WorldCat. **Only do this if the 035a fields match.**